

# Webb County Head Start/Early Head Start

Tel. (956)795-1515 Fax (956)791-2149 P.O. Box 2397 Laredo, Texas 78044



June 26, 2012

Dear Head Start Employee:

This letter is to serve as an official notice of return to work dates and instructions.

- **All Educational staff** will report to duty on **Monday, August 13, 2012** at your assigned center at 8:00 a.m.
- **All Kitchen staff** will report to duty on **Monday, August 13, 2012** at the **Jesus Martinez Kitchen (Floyd) at 8:00 a.m.**

Pre-Service workdays are from 8:00 a.m. to 5:00 p.m. with a one-hour lunch. Please be on time and prepared to work, as there are several mandatory trainings scheduled throughout the week.

The following required documentation **MUST** be submitted to Ms. Cobos prior to July 27, 2012. Not all documents will apply to everyone. You should know which documents apply to you based on your job title and responsibilities. Failure to submit documents on time will result in your inability to return to duty until all documents are submitted.

- TB Test (**Due every nine years** and/or if “at risk” based on TB Questionnaire) / X- rays (as per physician’s order).
- First Aid/CPR Certificates
- Food Handler/Manager Certificate
- Copy of AA Degree/current CDA Certificate
- Copy of Current CDL / Drivers License
- Physical Exam – required every three years.

**Please check the Webb County web site for vacant position.** I look forward to seeing everyone in good health. Enjoy the rest of your time off. Please do not hesitate to call the Main Office if you need further clarification (795-1515).

Respectfully,

Aliza Oliveros  
Head Start / Early Head Start Director